

## **CHECKPOINT PROCEDURE**

When petitioning APC for approval of a subdivision, or when filing a rezone in order to file a subdivision, it is required that the petitioner delivers a copy of the application and plat or plans to the appropriate checkpoint agencies, as follows:

### **A. UNINCORPORATED TIPPECANOE COUNTY**

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1. Tippecanoe County Health Department
2. Tippecanoe County Highway Engineer
3. INDOT – Crawfordsville District (if property abuts or has access to a state or US highway)
4. Tippecanoe County Parks and Recreation Department
5. Tippecanoe County Sheriff
6. Tippecanoe County Surveyor
7. Tippecanoe Soil and Water Conservation District
8. Tippecanoe County Building Commissioner
9. Wabash River Enhancement Corporation (unless waived by staff – signed waiver form required)
10. CityBus (if property is in the bus taxing district)
11. **Appropriate Sanitary Sewer and Water Agencies**
  - a) American Suburban Utilities, Inc.
  - b) Battle Ground Town Council
  - c) Clarks Hill Town Council
  - d) Dayton Town Council
  - e) Indiana-American Water Company, Inc.
  - f) Lafayette City Engineer
  - g) West Lafayette City Engineer
12. **Appropriate School Corporation**
  - a) Lafayette School Corporation
  - b) Tippecanoe School Corporation
13. **Appropriate Fire Department**
  - a) Buck Creek Fire Department
  - b) Clarks Hill Volunteer Fire Department Inc.
  - c) Lafayette Fire Department
  - d) Otterbein Community Fire Department
  - e) Purdue University Fire Department
  - f) Randolph Township Fire Department
  - g) Sheffield Township Fire Fighter Inc.
  - h) Stockwell Volunteer Fire Department
  - i) Tippecanoe Township Volunteer Fire Department
  - j) Wabash Township Volunteer Fire Department #1
  - k) Wabash Township Volunteer Fire Department #2
  - l) Wea Township Community Fire Department
  - m) West Point Fire Department

### **B. CITY OF LAFAYETTE**

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1. Lafayette City Engineer
2. Lafayette Community & Redevelopment Department
3. Lafayette Fire Department
4. Lafayette Parks and Recreation Department
5. Lafayette Police Department, Traffic Division
6. Tippecanoe County Health Department
7. Tippecanoe Soil and Water Conservation District
8. Wabash River Enhancement Corporation (unless waived by staff - signed waiver form required)
9. CityBus (if property is in the bus taxing district)
10. INDOT – Crawfordsville District (if property abuts or has access to a state or US highway)
11. **Appropriate School Corporation**
  - a) Lafayette School Corporation
  - b) Tippecanoe School Corporation

**C. CITY OF WEST LAFAYETTE**

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1. Indiana-American Water Company, Inc.
2. Tippecanoe County Health Department
3. Tippecanoe Soil and Water Conservation District
4. West Lafayette City Engineer
5. West Lafayette Department of Development
6. West Lafayette Fire Chief
7. West Lafayette Parks and Recreation Department
8. West Lafayette Police Department, Traffic Division
9. West Lafayette Wastewater Treatment Plant
10. Wabash River Enhancement Corporation (unless waived by staff - signed waiver form required)
11. CityBus (if property is in the bus taxing district)
12. INDOT – Crawfordsville District (if property abuts or has access to a state or US highway)
13. **Appropriate School Corporation**
  - a) Tippecanoe School Corporation
  - b) West Lafayette Community School Corporation

**D. BATTLE GROUND**

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1. Battle Ground Clerk-Treasurer
2. Battle Ground Town Council
3. Battle Ground Town Marshall
4. Tippecanoe County Health Department
5. Tippecanoe School Corporation
6. Tippecanoe Soil and Water Conservation District
7. Tippecanoe Township Volunteer Fire Department
8. Wabash River Enhancement Corporation (unless waived by staff - signed waiver form required)
9. INDOT – Crawfordsville District (if property abuts a state or US highway)

**E. CLARKS HILL**

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1. Clarks Hill Clerk-Treasurer
2. Clarks Hill Town Council
3. Clarks Hill Town Marshall
4. Clarks Hill Volunteer Fire Department Inc.
5. Tippecanoe County Health Department
6. Tippecanoe School Corporation
7. Tippecanoe Soil and Water Conservation District

**F. DAYTON**

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1. Dayton Town Clerk-Treasurer
2. Dayton Town Council
3. Dayton Town Marshall
4. Sheffield Township Fire Fighter Inc.
5. Tippecanoe County Health Department
6. Tippecanoe School Corporation
7. Tippecanoe Soil and Water Conservation District
8. INDOT – Crawfordsville District (if property abuts a state or US highway)

The objective is to get input into the current planning process by those agencies, which would have to deal with any problem arising from the development.

The petitioner shall submit to APC either a signed receipt from each checkpoint agency, or a notarized letter substantiating the date that required documents were mailed to the agencies.

If you have any questions regarding this procedure, please call the APC offices at 423-9242.

**WAIVER OF CHECKPOINT REQUIREMENT**  
**regarding notification of the**  
**WABASH RIVER ENHANCEMENT CORPORATION**

\_\_\_\_\_  
(S or Z number)

\_\_\_\_\_  
Name of subdivision or name of rezoning petitioner

Reason for request of waiver: \_\_\_\_\_

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The requirement to include the Wabash River Enhancement Corporation (WREC) as a  
checkpoint agency is hereby waived for this petition:

Approved by the APC staff \_\_\_\_\_, 20\_\_\_\_

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Staff Signature

Authorized by \_\_\_\_\_